

**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION**

2008 - 2009

CONSULTANT PREQUALIFICATION PACKAGE

(Period Covered January 1, 2008 through December 31, 2009)



RETURN REQUESTED INFORMATION TO:

**Engineering Consultants Section
205 South 17th Avenue, Room 293E, Mail Drop 616E
Phoenix, AZ 85007**



Arizona Department of Transportation

Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

November 21, 2007

Sam Elters
State Engineer

Dear Consultant:

Attached is a copy of the Year 2008 - 2009 Consultant Prequalification Packet. At your earliest convenience, please complete your application and return to Engineering Consultants Section (ECS). This information will serve to notify ECS of your firm's interest in doing consulting work with the Department, and the type of work your firm is seeking to perform.

Upon approval of your prequalification packet, you will be notified by e-mail and your firm will be retained on our ECS mailing list for future contract solicitations. You will be notified by e-mail of all current advertisements, upcoming projects, information bulletins, etc. This information is also available at our web site at <http://www.azdot.gov/Highways/ECS/>

The expiration date of your current Prequalification package is December 31, 2007. Please note that our prequalification covers a two calendar year period beginning January 1, 2008 through December 31, 2009. Prequalification applications may be filed with Engineering Consultants Section at any time throughout the year or along with your proposal submittal.

Please complete the forms provided along with the required information. You may e-mail, mail or deliver the completed application to the undersigned at:

Arizona Department of Transportation
Engineering Consultants Section
205 South 17th Avenue
Mail Drop 616E, Room 293E
Phoenix, Arizona 85007

E-Mail Address: ECS@azdot.gov

Questions may be directed to Engineering Consultants Section at (602) 712-7525.

Sincerely,

VIVIEN LATTIBEAUDIERE
Director
Engineering Consultants Section

Enclosure

ENGINEERING CONSULTANTS SECTION

Instructions and Information for Filing Application for Consultant Prequalification



All firms desiring to offer their services as a Prime Consultant for consultant work advertised by Engineering Consultants Section (ECS) must make application for prequalification. Application should be sent to Engineering Consultants Section, 205 S. 17th Avenue, Room 293E, Mail Drop 616E, Phoenix, Arizona 85007. Questions may be directed to (602) 712-7525.

The following information is required as part of the prequalification application:

1. Transmittal Letter: A letter must be submitted, signed by the owner or corporate officer attesting that all information contained in the application for consultant prequalification is true and accurate.

The following statement must be incorporated in your firm's Transmittal Letter:

A. I, as an officer of this firm, or pursuant to the attached letter of authorization, am duly authorized to certify the information requested herein;

To the best of my knowledge, the elements of information provided herein are accurate and true, as of the below date; and

The firm shall comply with all state and federal equal opportunity and nondiscrimination requirements and conditions of employment in accordance with A.R.S. Title 41 Chapter 9, Article 4 and Executive Order No. 99-4 dated March 26, 1999.

B. A disclosure of your firm and Principals current status regarding FHWA Suspension/Debarment actions, ineligibility, voluntary exclusion and convictions and/or civil judgments per FHWA Order 2000.2A: Nonprocurement suspension and debarment process.

2. Consultant Prequalification Information Sheet (ECS Form #1): Information provided will be used to develop the prequalification/mailling list. The Department must be immediately notified of any change in address or change in e-mail address.
3. Affirmative Action/Disadvantage Business Enterprises: Submit a copy of your firm's policy and/or a statement regarding Affirmative Action and use of Disadvantaged Business Enterprises (DBE).

The following statement must be incorporated in your firm's Affirmative Action Plan:

Equal Employment Opportunity Policy Statement: It is the policy of this company not to discriminate against any employee, or applicant for employment, because of race, color, religion, creed, national origin, sex, age, disabilities, or disabled veterans and Vietnam era veterans. Such actions shall include, but are not limited to, employment, upgrading, demotion, transfer, recruitment, or recruitment advertising; laying-off or termination; rates of pay or other compensation; and selection for training, and on-the-job training. Also, it is the policy to insure and maintain a working environment free of harassment, intimidation and coercion.

4. Organizational Structure: A copy or listing of the firm's corporate organizational structure showing parent company, subsidiaries or affiliates - firms interrelated in any manner to the firm, specifically architectural, professional engineering and construction firms.

If a corporate organizational structure is not applicable, a statement to that effect must be made, i.e., ABC Consulting is a sole proprietorship and not related to any other firms in any manner.

5. Arizona Technical Registration & Licensing Information, (ECS Form #2): ADOT requires an engineering firm, as well as, the principal or officer of the engineering firm who is responsible for an ADOT contract to be properly registered.

Names and registration number of any members of your firm who are registered to practice in the State of Arizona should be listed on ECS Form # 2. In addition, please provide your firm's technical registration number and/or contractor's license number.

6. Other Supportive Information (Optional Item): Additional information may be provided as appropriate such as resumes, historical information on firm, staff overview, company philosophy, current job progress, company brochures and references.

FILING OF STATEMENTS

Prequalification applications may be filed with Engineering Consultants Section at any time, unless specifically waived in the solicitation request. You must have an application on file when submitting a Proposal or submit same with the Proposal clearly marked "PREQUALIFICATION INFORMATION".

PERIOD OF QUALIFICATION

Prequalification applications for 2008 – 2009 will be considered valid through December 31, 2009. Please notify ECS of significant changes in your firm i.e. address changes, organizational changes, email addresses, etc.

CERTIFICATION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Firms wishing to be considered as Disadvantaged Business Enterprises may request information from: Arizona Department of Transportation, Civil Rights Office, 1135 N. 22nd Avenue, 2nd Floor, MD 154A, Phoenix, Arizona 85009, or by calling telephone (602) 712-7761; FAX (602) 712-8429.

REGISTRATION REQUIREMENTS

The Arizona Department of Transportation requires firms or corporations to have a principal or officer responsible for an ADOT contract to be properly registered.

Firms wishing further information on Technical Registration for Architects, Assayers, Engineers, Geologists, Home Inspectors, and Land Surveyors may contact Arizona Board of Technical Registration, 1990 West Camelback Road, Suite 406, Phoenix, AZ 85015-3465, Phone: 602-255-4053 or visit their website (www.btr.state.az.us).

For further information on Contractor Licensing information contact Arizona Registrar of Contractors, 800 West Washington, 6th floor, Phoenix, AZ 85007, Phone: 602-542-1525 or visit their website (www.rc.state.az.us).

For further information on real estate Licensing information contact Arizona Department of Real Estate, 2910 North 44th St., Suite 100, Phoenix, AZ 85018, Phone: 602-468-1414 or visit their website (www.re.state.az.us).

ENGINEERING CONSULTANTS SECTION

Consultant Prequalification Information Sheet



Submittal is for : Parent Company Branch Subsidiary

Firm Name:

Date:

Please check as applicable:

Arizona –Owned Firm

Out-of State Owned Firm

Arizona Certified DBE Firm Certification Number:

Type of Ownership

Corporation

Partnership

Sole Proprietorship

Mailing Addresses:

Primary:

Firm Name:

Name of Individual:

Street Address:

City, State, Zip:

Phone:

Fax:

E-Mail Address:

Additional:

Firm Name:

Name of Individual:

Street Address:

City, State, Zip:

Phone:

Fax:

E-Mail Address:

Additional:

Firm Name:

Name of Individual:

Street Address:

City, State, Zip:

Phone:

Fax:

E-Mail Address:

Please check types of services which employees are qualified to provide. This information may be used to target mailings only.

Archaeological/Historical Surveys

Architecture

Bridges/Structures

Civil Engineering (General)

Construction Administration/Management

Electrical Engineering

Environmental

Hydrology/Hydraulics

Landscape Architecture

Materials Testing/Geotechnical

Mechanical Engineering

Research

Right of Way

Sanitary/Wastewater

Surveying

Traffic Engineering

Transportation Planning

Other (Specify) _____

ENGINEERING CONSULTANTS SECTION

Registration and Licensing Information Sheet



The Arizona Department of Transportation requires firms or corporations to have a principal or officer, responsible for an ADOT contract, to be properly registered.

Please provide the names, type of registration, and registration/license numbers of any members of your firm who are registered to practice in the State of Arizona.

FIRM NAME

FIRM ADDRESS

FIRM REGISTRATION:

TYPE OF REGISTRATION:

Board of Technical Registration (BTR)

Real Estate License (RE)

Contractor License (C)

LICENSE/REGISTRATION NO.

EMPLOYEE NAME	TYPE OF REGISTRATION	LICENSE/REGISTRATION NO.